

## Appendix S: Director Guidelines for Pre-Registration



ALABAMA DEPARTMENT OF  
**Early Childhood  
Education**

## First Class Pre-K Directors' Pre-Registration and ASAP Guide

### LOGIN, ORG ID, AND PASSWORD

To log in, set, or change your password in ASAP:

1. Go to **app.asapconnected.com**. (Do not type "www." before the address.)
2. Type in the Org ID which is **4814**.
3. Enter your Username which is your email address. (Note that both the username and password are case sensitive.)
4. Enter your Password if you know it. If you don't, click on "Forgot your login info?" and enter your email address. The system will email your info to you. (Note that both the username and password are case sensitive.)
5. Click "Log In."
6. Click on the "Edit My Settings" link to the right of your name.

**Katrina- Admin Bowling**

Administrator [Edit](#)

Staff ID: 72607

[katrina.bowling@ece.alabama.gov](mailto:katrina.bowling@ece.alabama.gov)

: (334) 353-2700

[Edit My Settings](#)

7. Enter your current password in the "Old Password" field. Then type a new password into the "New Password" field and repeat it in the Confirm field.

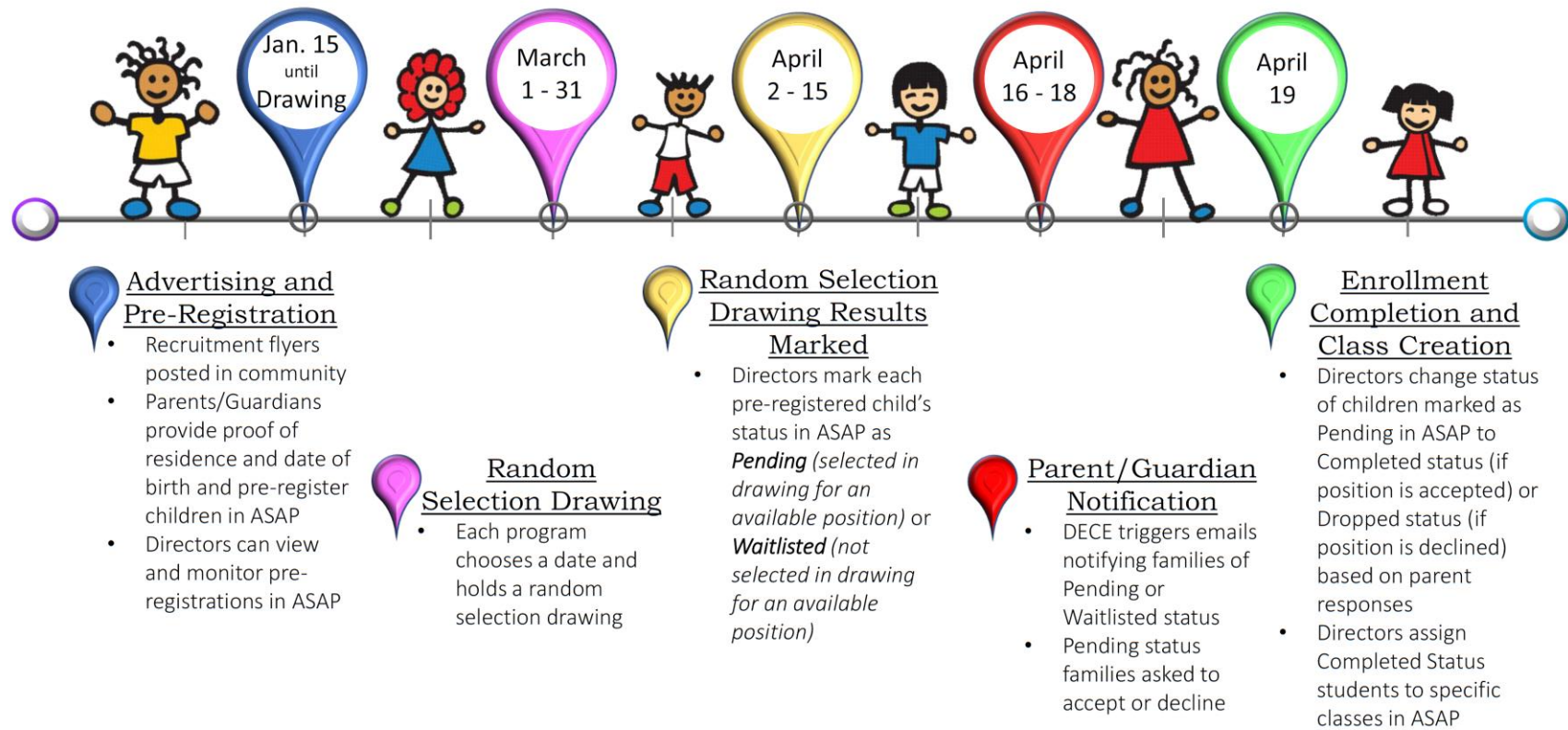
8. Click the "Save" button.



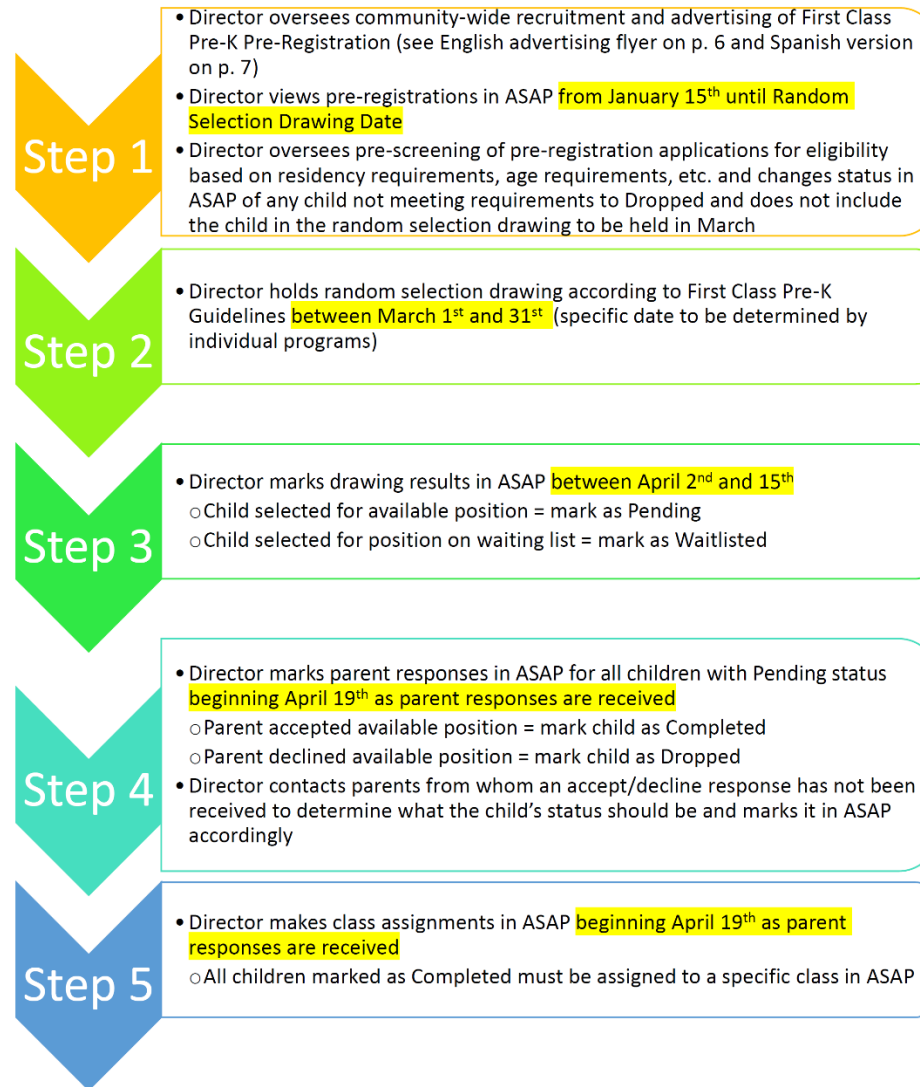
ALABAMA DEPARTMENT OF  
**Early Childhood  
Education**

## First Class Pre-K Pre-Registration Mandated Timeline of Events

# PRE-REGISTRATION TIMELINE



## DIRECTOR PRE-REGISTRATION RESPONSIBILITY BREAKDOWN



## Phase 1: Advertise and Recruit

**DATES:**

January 15 until Random Selection Drawing Held in March

**EVENTS:**

Programs place recruitment notices around the community using the advertising flyer provided by DECE (see page 4). Post flyers about pre-registration in such places as the public library, the health department, the post office, pediatricians' offices, the school board office, local elementary schools, local churches, the local school system website, local social media platforms, and in apartment complex offices.

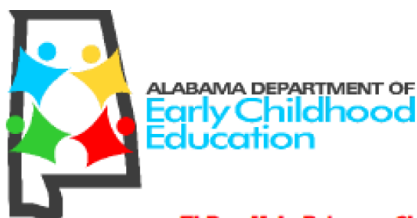
Programs provide parents access to, or copies of, the illustrated *Pre-Registration Parent Guide* (see pages 6 and 7) wherever flyers are posted.

- Now accepting online pre-registration applications for the upcoming school year that will begin in August of this calendar year (for assistance with accessing online application contact local school/program)
- Enrollment open to all children four years of age on or before September 2<sup>nd</sup> of this calendar year who are residents of the state of Alabama (children who are eligible for kindergarten are ineligible)
- Enrollees must provide a copy of the child's birth certificate (may be uploaded into the online pre-registration site or submitted directly to the local school/program)
- Enrollees must provide proof of residence – either a current utility bill or copy of a lease or mortgage (may be uploaded into the online pre-registration site or submitted directly to the local school/program)
- Public school system pre-k programs may have zoning requirements that determine eligibility to attend a program at a particular school (contact school for information)
- No Registration Fee for this program
- Upon enrollment, child's immunization record must be provided
- No child will be denied participation on basis of income, sex, race, color, national origin, or disability

<b>Pre-Registration Dates</b>	<b>January 15 – March ____</b>
<b>Forms</b>	Go online to <a href="https://alprek.asapconnected.com">https://alprek.asapconnected.com</a> . Complete the Pre-Registration Form and submit birth certificate and proof of residence.
<b>More Information</b>	Visit <a href="http://www.children.alabama.gov">www.children.alabama.gov</a> and see Pre-Registration Info under First Class Pre-K.
<b>Acceptance to the Program</b>	Acceptance is strictly through random drawing to be held on ____ at ____ at ____. Parent/Guardian does not have to be present at drawing. Notices will be emailed beginning April 16 <sup>th</sup> .







## PRE-K DE PRIMERA CLASE

### Programa de Pre-K Voluntario de Alabama

## APLICACIÓN

**El Pre-K de Primera Clase en Alabama es reconocido a nivel nacional**  
**¡Nos estamos preparando para otro emocionante año escolar!**

- Estamos aceptando solicitudes de pre-inscripción en línea para el año escolar 2019-2020 (para obtener ayuda con el acceso a la aplicación en línea, comuníquese con la escuela/programa local).
- La inscripción está abierta para todos los niños que tengan 4 años de edad en o antes del 9/1/2019\* y que sean residentes del estado de Alabama.
- Los solicitantes deben proporcionar una copia del certificado de nacimiento del niño (Puede descargar los documentos en la página electrónica de preinscripción o enviarlo directamente a la escuela o programa local).
- Los solicitantes deben presentar un comprobante de residencia, ya sea una factura de servicios públicos actual y una copia de un arrendamiento o hipoteca (Puede descargar los documentos en la página electrónica de preinscripción o enviarlo directamente a la escuela o programa local).
- Los programas de Pre-Kinder del sistema escolar público tienen requisitos de zonificación que determinan la elegibilidad para asistir a un programa en una escuela en particular (comuníquese con la escuela para obtener más información).
- No hay costo por registrarse en este programa
- Al momento de la inscripción, se debe proporcionar el registro de vacunas del niño.
- A ningún niño se le negará la participación por motivos de ingresos, sexo, raza, color, origen nacional o discapacidad.

<b>Fecha de preinscripción</b>	<b>15 de enero - ____ de marzo</b>
<b>Formularios</b>	Vaya en línea a <a href="https://alprek.asapconnected.com">https://alprek.asapconnected.com</a> Complete el formulario de preinscripción y presente el certificado de nacimiento y el comprobante de residencia.
<b>Más Información</b>	Visite <a href="http://www.children.alabama.gov">www.children.alabama.gov</a> y vea la información de pre-inscripción en Pre-k de Primera Clase.
<b>Aceptación del programa</b>	La aceptación es estrictamente a través de sorteo al azar que se llevará a cabo en ____ en ____ en ____. El padre / tutor no tiene que estar presente en el sorteo. Las notificaciones serán enviadas no más tarde del 16 de abril.

\* Una opinión del Procurador General establece que, de acuerdo con el derecho consuetudinario, la edad de una persona se computa incluyendo el día de nacimiento para que se cumpla una edad determinada el día anterior al aniversario del cumpleaños. ~ Ala. Code §16-28-4 (1975) Interpretación basada en el Informe del Fiscal General de Alabama octubre-diciembre de 1963, Volumen 113, página 20.

## Phase 2: Alabama First Class Pre-K Pre-Registration

**DATES:**

January 15 until Random Selection Drawing Held in March

**EVENTS:**

- ☐ Programs will conduct pre-registration for a period of no less than a month via the online ASAP platform. The ASAP platform will not be open for upcoming year pre-registration until January 15th. The DECE mandated timeline for pre-registration must be adhered to unless a written waiver is granted by DECE.
- ☐ Parents/Guardians go online (link provided on flyer on p. 3) to the ASAP platform beginning January 15<sup>th</sup> and complete the electronic pre-registration form (using the illustrated guide on pages 6 and 7 to assist them if needed). When a pre-registration is submitted in ASAP, the family will receive an automatic email confirmation (see page 10 for a template of the email).
- ☐ Parents/Guardians provide a copy of their most recent utility bill, lease, or mortgage as proof of Alabama residency. Additional requirements for proof of eligibility such as income and/or demographic information may be required by the local program as funding mandates dictate.
 

**NOTE:** If the local program wishes, it may require parents to provide documentation of eligibility before giving them the link to the pre-registration site. This includes residency eligibility for public schools as well as income/demographic eligibility for Head Start programs.
- ☐ Program directors/registrars may go online to the ASAP platform and view/monitor pre-registrations. See directions on pages 8-10.
- ☐ It is the responsibility of the local program to provide pre-registration assistance to families and facilitate computer access if needed.

***Helpful Hints for Supporting Families During Online Pre-Registration***

There are families with barriers to completing an online pre-registration process. These are the very families whose children we most need to reach and serve. Therefore, we must be prepared to offer supports to help them successfully complete the pre-registration process. We have kept this in mind and have limited how much typing is required in the online form, offered more drop-down choices, and eliminated the need to enter any codes or school names.

Below are some suggestions for providing additional support:

- Advertise and host *Pre-K Pre-Registration Night* events at the local school board office, elementary school, public library, trailer park, apartment complex, etc. and have laptops/computers set up for parents/guardians to use to complete the pre-registration process. Have EL teachers and Pre-K teachers on hand to assist those who have trouble.
- Have laptops/computers set up in your Pre-K program's office/lobby area for parents/guardians to come in and use to complete the pre-registration process. Provide copies of the illustrated *Pre-Registration Process Guide* for them to follow. It is also helpful if this station is set up in close proximity to a receptionist or secretary who has been familiarized with the process and can provide assistance when needed.
- Remember that, where there is a will, there is a way. Families who receive food stamps and other types of federal financial support complete online applications for these programs. They can do this.

**NOTE:** All grantees must utilize the ASAP online pre-registration program provided by the Alabama Department of Early Childhood Education. *Please do not request that an exception be made to this requirement.*





## *Assisting Parents/Guardians With First Class Pre-K Pre-Registration*

There are families with barriers to completing an online pre-registration process. These are the very families whose children we most need to reach and serve. Therefore, we must be prepared to offer supports to help them successfully complete the pre-registration process. We have kept this in mind and have limited how much typing is required, offered more drop-down choices, and eliminated the need to enter any codes or school names.

Below are some suggestions for providing additional support:

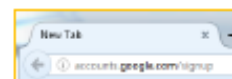
- Post flyers about pre-registration in such places as the public library, the health department, pediatricians' offices, the school board office, local elementary schools, the local school system website, and in apartment complex offices. Provide copies of the illustrated *Pre-Registration Process Guide* wherever flyers are posted.
- Advertise and host *Pre-K Pre-Registration Night* events at the local school board office, elementary school, public library, trailer park, apartment complex, etc. and have laptops/computers set up for parents/guardians to use to complete the pre-registration process. Have EL teachers and Pre-K teachers on hand to assist those who have trouble.
- Have laptops/computers set up in your Pre-K program's office area for parents/guardians to come in and use to complete the pre-registration process. Provide copies of the illustrated *Pre-Registration Process Guide* for them to follow. It is also helpful if this station is set up in close proximity to a receptionist or secretary who can provide assistance when needed.
- Remember that where there is a will, there is a way. Families who receive food stamps and other types of federal financial support complete online applications for these programs.

## Alabama First Class Pre-K Pre-Registration Parent Guide (Page 1 of 2)

- 1** **NOTE:** If you already have an email address, skip to step 5. You must have a valid email address to pre-register.
- If you do not already have a valid email address, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.



- 2** In the address field at the top of the screen, type in [accounts.google.com/signup](https://accounts.google.com/signup) and hit Enter.
- Enter your First and Last Name in the displayed fields.



- 3** Type your desired username under Choose your username. Your email address will be your username followed by "@gmail.com" which is already typed for you. Enter a password for your Gmail account under both Create a password and Confirm your password.

Enter your birth date and gender in the fields provided. Skip to the bottom and click Next step. Scroll to the end of the *Privacy and Terms* and click I Agree.

- 4** You may be asked to verify your account. If so, enter a phone number and indicate whether you wish to receive a verification code by a text message or voice phone call, then click Continue.

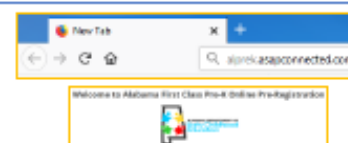


When you receive the verification code, enter it and click Continue. You will receive a welcome message stating your newly created email address.

- 5** To begin pre-registration, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.
- Note: As you fill in pre-registration information, type carefully using correct capital and lowercase letters. The information you enter will go directly into our database.*



- 6** In the address field at the top of the screen, type in [alprek.asapconnected.com](https://alprek.asapconnected.com) and hit Enter. (Do not use "www" in the address.) You will see the First Class Pre-K Online Pre-Registration welcome page. Carefully read the information provided, then click the link at the bottom to go to the next page.



Read the additional information provided carefully, then select the Create An Account button. Each family may create only one account.

- 7** Fill in required fields about your family with correct information. An error message will display if all required fields are not completed. Those with red asterisks beside them are required.

You may upload proof of residence (current utility bill or copy of lease or mortgage). If you do not, you must deliver a copy to each school/program for which you pre-register.

At the Create Your Login Info section, enter a valid email address and create a password for your Pre-Registration Account.

- 8** Next, provide the First Name of the child you are pre-registering as it appears on the Birth Certificate. You may pre-register an eligible sibling by clicking the Add Another Child button. Click Next.





## Alabama First Class Pre-K Pre-Registration Parent Guide (Page 2 of 2)

Fill in required fields about the child with correct information. You will repeat this process for each child you are pre-registering.

- 9** Note that you may upload a copy of your child's birth certificate. If you do not, you must deliver a copy as proof of age to each school/program for which you pre-register. When fields are complete, click Next.

After you have entered information for each child you are pre-registering, you will be asked to carefully review what you have entered, and will be given the opportunity to edit and correct any mistakes. *Please ensure that names and addresses have been entered correctly.*

**10**

Click the Select button at the bottom of the screen to begin selecting the schools/programs for which you wish to pre-register.

Carefully read the directions provided for selecting schools/programs.

**11**

Select one or more counties from the green drop-down menu at the top left of the screen, then scroll down to view the list of schools/programs available in the county or counties you selected.

Note that the program type and address of each school/program is provided.

Click the Register Now button beside each school/program you are interested in having your child attend.

**12**

After each selection, you will have the opportunity to continue selecting schools/programs or to check out. After all desired programs have been selected, click the button to proceed to Checkout.

On the Pre-Registration Summary page, read the information provided and make corrections as needed.

**13**

Then click the Continue Checkout button at the bottom of the page.

If you wish, click the Print Confirmation button to keep a record of your pre-registrations.

**14**

To finalize your pre-registration, you must click the Log Out button at the bottom of the confirmation page. Once this is done, you will receive an email confirmation of your pre-registration.

What happens next?

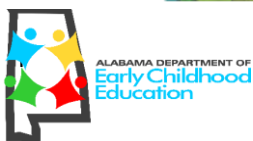
All First Class Pre-K programs will hold their random drawings between the dates of March 1<sup>st</sup> and 31<sup>st</sup>. Programs will draw names to fill their available positions, then continue drawing names to determine the order of names to go on the waiting list.

**15**

During the week of April 16<sup>th</sup>, families will receive emails notifying them of their child's pending (selected for an available position) or waitlisted status for each program they selected. This notice will go to the email address provided at pre-registration. For each program in which the child was chosen for an available position, the parent/guardian should contact the director of the program to accept or decline the position.



We appreciate your interest in having your child participate in Alabama's nationally recognized First Class Pre-K Program!



## Alabama First Class Pre-K Pre-Registration

Access the ASAP Online Pre-Registration Platform (Page 1 of 2)

**LOGIN, ORG ID, AND PASSWORD**

To set or change your password in ASAP:

1. Go to **app.asapconnected.com**. (Do not type "www." before the address.)
2. Type in the Org ID which is **4814**.
3. Enter your Username which is your email address. (Note that both the username and password are case sensitive.)
4. Enter your Password if you know it. If you don't, click on "Forgot your login info?" and enter your email address. The system will email your info to you. (Note that both the username and password are case sensitive.)
5. Click "Log In."

ASAP  
Registration Management Software

Org ID:  
4814

Username:

Password:

Log In

[Forgot your login info?](#) | [Need help?](#)

6. Click on the "Edit My Settings" link to the right of your name.

**Katrina- Admin Bowling**  
 Administrator [Edit](#)  
 Staff ID: 72607  
[katrina.bowling@ece.alabama.gov](mailto:katrina.bowling@ece.alabama.gov)  
 : (334) 363-2700

[Edit My Settings](#)

7. Enter your current password in the "Old Password" field. Then type a new password into the "New Password" field and repeat it in the Confirm field.

**Change Password**

Old Password:

New Password:

Confirm New Password:

[Save](#)

8. Click the "Save" button.

## Alabama First Class Pre-K Pre-Registration

Access the ASAP Online Pre-Registration Platform (Page 2 of 2)

**VIEW/MONITOR PRE-REGISTRATIONS IN ASAP**

To view the names of all children who have pre-registered for the program:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.

2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program/Site Name listed under "Event." Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes. Ignore the individual classes with codes ending with a (.)dot followed by two numbers and a letter because you are looking for the site/school as a whole to view preregistrations. To see your site(s)/program(s), scroll down to the Class Code(s) with only nine characters.

ASAP  
Registration Management System

Org ID:  
4814

Username:  
[text box]

Password:  
[text box]

Log In

Forgot your login info? | Need help?

Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

4. Click the Demographics tab then, next to the Select Template prompt, choose "Review List." When the list populates, scroll to the right to see all information including addresses. (Note: To print the list, follow the directions on the next page.)

Class Roster Demographics

Select Template: Review List

5. Directors have access to their pre-registrant information at all times by logging in to the ASAP site.

Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36094	F
(334) 353-2711	113 Lakeshore Drive	Pike Road	36094	M
(334) 353-2711	113 Lakeshore Drive	Pike Road	36094	F
(334) 354-1333	840 Hill Street	Montgomery	36108	F
(323) 656-9873	456 Boulder Road	Prehistoria	32185	M
(323) 654-9874	456 Boulder Road	Prehistoria	32185	F

## Alabama First Class Pre-K Pre-Registration

*ASAP Student Status Label Key and Pre-Registration Confirmation Email Template***STUDENT STATUS LABELS AND MEANINGS IN ASAP**

Enrolled = student's online Pre-Registration has been submitted


Pending = student's name was drawn in the random selection drawing for an available spot in a First Class Pre-K Classroom

Waitlisted = student's name was not chosen for an available spot in a First Class Pre-K Classroom and has been added to the waiting list

Completed = student accepted an available position in a First Class Pre-K Classroom and the enrollment process is complete

Dropped = student declined to accept an available position in a First Class Pre-K Classroom, withdrew from a First Class Pre-K Classroom, student had a duplicate entry, or student did not meet eligibility requirements for the site

## Automatic Confirmation Email Received after Submitting Pre-Registration



[Login to Your Account](#)

Thank you for your pre-registration!

*Please carefully read the following important information.*

For each of the programs for which you pre-registered, you will receive an email in **mid-April** notifying you of your child's status after the random selection drawing was conducted.

Your child's status will either be *Pending* or *Waitlisted*. If your child's name was selected during the random drawing for an available position in the program, the status will be *Pending*. If your child's name was not selected for an available position, the status will be *Waitlisted*.

Please refer to the information below explaining what you will need to do in each case.

- If you are notified that your child's status is ***Pending*** - please contact the program within 7 days via email or phone call and either accept or decline the position. Your child will not be placed in a class until after you have accepted the position.
- If you are notified that your child's status is ***Waitlisted*** - there is no need to do anything as you will be contacted by the program if a position in a class becomes available for your child.

INVOICE #5207095

**Athens Elementary School - 142P10701**

Registrant: *Lara Allen*



## Phase 3: Random Selection Drawing

**DATES:**

March 1 - 31

**EVENTS:**

- ☐ All programs hold their public random selection drawing between the dates of March 1st and 31st. Directors will follow instructions on page 12 to print out a list of all children who have pre-registered for their program then follow First Class Pre-K Program Guidelines to conduct a random selection drawing. For each class a program has, after 16 children per class are drawn during the random selection process, the remaining students continue to be drawn and numbered in the order they are drawn. This will be the order of the waiting list if new students need to be added to a classroom. The program should keep the order of names on the waiting list on its own written document or spreadsheet. In addition, the program may follow the directions on page 13 to mark the correct waiting list order in ASAP.
- ☐ **NOTE:** If a program has multiple birth siblings (twins, triplets, etc.) all names should be placed in the drawing separately. If one, but not all, multiple birth siblings are drawn before the classroom cap at 16, the drawing should cease at this point and the 1 or 2 multiple birth siblings should be added to the classroom roster at this point to reach full classroom enrollment.
- ☐ **ADDITIONAL NOTE:** If a classroom is located in a center that currently has a program for 3-year-old children, those children may not automatically be moved up to the OSR First Class Pre-K classroom unless the program is federally mandated. Those children must submit the online pre-registration form and be placed in the public random selection drawing like all other children from the community who submit applications.

Phase 3: Random Selection Drawing, cont.  
 Print list for random selection drawing

## PRINT LIST FOR RANDOM SELECTION DRAWING

To print out a list for the drawing of all children who have pre-registered for the program:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program Name listed under "Event." **Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the DATE column. To work with a particular Program or Class, locate the correct date range for the relevant school year then choose the Program/Site Name for the correct school year listed under EVENT**

Event	Class Code	Date
Enterprise Early Education Center	816P13201.S01	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S02	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S03	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S04	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S05	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201	9/2/2018 - 6/30/2019
Enterprise Early Education Center	816P13201	9/2/2019 - 7/1/2020
Enterprise Early Education Center	816P13201.S01	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S02	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S03	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S04	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S05	9/2/2019 - 6/1/2020

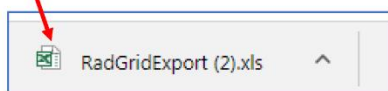
Also note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.

4. Click the Demographics tab then, next to the Select Template prompt, choose "Review List."

5. Scroll to the far right and click the Excel or PDF icon at the top right of the window.

Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	M
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 354-1333	846 Hill Street	Montgomery	36108	F
(321) 654-9874	456 Boulder Road	Prehistoria	32165	M
(321) 654-9874	456 Boulder Road	Prehistoria	32165	F

6. Find the document at the bottom left corner of your computer screen and click to open it.



7. When the document opens, click "Enable Editing" at the top of the screen, then click "File" and "Print."

Customer ID	Last Name	First Name
5136173	Allen	Lara
5136174	Allen	Parker
5136175	Allen	Mary-Gates

## Phase 4: Mark Results of Random Selection Drawing in ASAP

### ASAP Student Status Notes

#### **By April 13<sup>th</sup>:**

Directors should have changed the status in ASAP of all pre-registered students with ENROLLED status to PENDING (if selected in the drawing), WAITLISTED (drawn after the predetermined number of seats — 16 or 18), or DROPPED (if did not meet program requirements or if a duplicate entry).

#### **Between April 16<sup>th</sup> and 18<sup>th</sup>:**

Only students who have a status of PENDING or WAITLISTED in ASAP will receive the Status Notification email that will be sent in batches from the department (see example on p. 14).

#### **After the Pre-Registration Period Ends and During the School Year:**

- Students who pre-register after the random selection drawing will appear on the program's roster in ASAP as ENROLLED.
- If a program has space for the newly pre-registered student, the status should be changed from ENROLLED to PENDING and the program should notify the family and request a reply to accept or decline the spot. Otherwise, the student should be marked as WAITLISTED and added to the bottom of the program's existing waiting list. The director should contact the family and indicate that the student is on the waiting list.
- Note that programs should maintain their own waiting lists outside of ASAP in order to ensure children's names remain in the correct order.
- An automatic email will not be sent for pre-registration applications entered after April 13<sup>th</sup>. Directors will be responsible for contacting those families individually.

#### **Beginning May 1<sup>st</sup> and Throughout the School Year:**

No student should remain in ASAP with ENROLLED status. ALL students should have one of the following status indicators as appropriate:

1. PENDING—selected in random drawing and awaiting reply from the family
2. WAITLISTED — waiting for a position to become available
3. DROPPED — student declined, student withdrew, student did not meet program requirements, student entry was a duplicate
4. COMPLETED— student accepted a position and has been assigned to a classroom





## Phase 4: Mark Results of Random Selection Drawing in ASAP

### Change student status

#### CHANGE STUDENT STATUS

To change the enrolled, pending, completed, or waitlisted status of a student:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program Name listed under EVENT. *Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the DATE column. To work with a particular Program or Class, locate the correct date range for the relevant school year then choose the Program/Site Name for the correct school year listed under EVENT. Also note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*

Event	Class Code	Date
Enterprise Early Education Center	816P13201.S01	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S02	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S03	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S04	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S05	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201	9/2/2018 - 6/30/2019
Enterprise Early Education Center	816P13201	9/2/2019 - 7/1/2020
Enterprise Early Education Center	816P13201.S01	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S02	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S03	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S04	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S05	9/2/2019 - 6/1/2020

4. Click on the Class Roster tab, then, beside the View prompt, choose "Enrolled and Pending."

5. To change one student's status at a time, click the "Select Action" button beside the student's name and then "Edit Status."

Last Name	First Name	Status	Enrollment Date	Enrollment Time	Action
Rubble	BamBam	ENROLLED	12/5/2017	Betty Rubble	Select Action

6. In the window that opens, choose the new status for the student, then click "Save."

Unless you changed the student's status to Pending, the student's name will have disappeared from the current list because this "View" is only showing "Enrolled and Pending."

7. To change the status of multiple students at once, click the checkboxes beside the students' names whose status you wish to change, then click the "Mass Edit Status" link at the top right of the Class Roster window.

	Last Name	First Name
<input checked="" type="checkbox"/>	Allen	Lara
<input checked="" type="checkbox"/>	Allen	Mary-Gates
<input type="checkbox"/>	Allen	Parker
<input checked="" type="checkbox"/>	Humphries	Pimika
<input type="checkbox"/>	Rubble	BamBam
<input type="checkbox"/>	Rubble	Pebbles

8. In the window that opens, choose the new status for the selected students, then click "Save."

9. To see the students whose status was changed, change the selection beside the "View" prompt to see the list of students with that status.

	Last Name	First Name	Status
<input type="checkbox"/>	Allen	Lara	COMPLETED
<input type="checkbox"/>	Allen	Mary-Gates	COMPLETED
<input type="checkbox"/>	Humphries	Pimika	COMPLETED

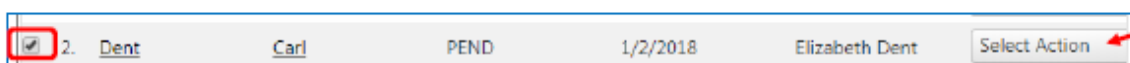


## Phase 4: Mark Results of Random Selection Drawing in ASAP

*Mark correct waiting list order in ASAP***MARK CORRECT WAITING LIST ORDER IN ASAP**

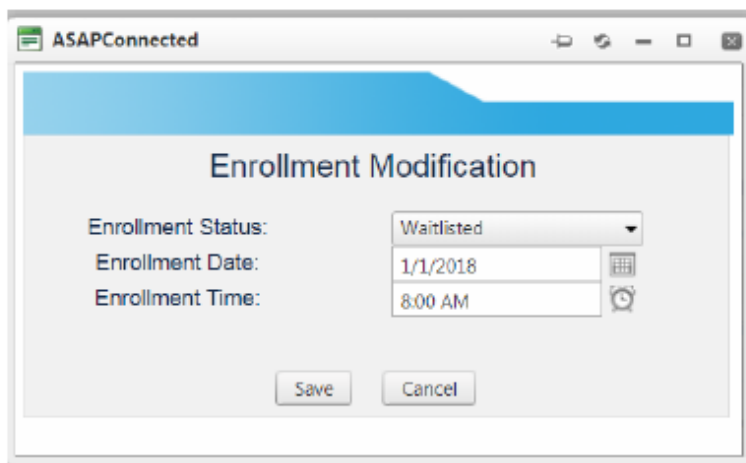
Manually enter dates and times for waitlisted students so they will be listed in ASAP in the order in which they were selected in the random selection drawing.

1. When putting students on the Waiting List, mark them one at a time.
2. Put a check beside the student's name, click the Select Action button, and choose Edit Status from the drop-down menu..



<input checked="" type="checkbox"/>	2. Dent	Carl	PEND	1/2/2018	Elizabeth Dent	Select Action
-------------------------------------	---------	------	------	----------	----------------	---------------

3. From the Enrollment Status drop-down menu, choose Waitlisted. For the Enrollment Date and Enrollment Time, enter a date and time that will put the student in numerical order behind the student on the waiting list in front of him.



ASAPConnected

### Enrollment Modification

Enrollment Status: Waitlisted

Enrollment Date: 1/1/2018

Enrollment Time: 8:00 AM

Save Cancel

For Example:

For the first student on the Waiting List, enter the date of 1/1/2018 and the time of 8:00 AM. The next student on the waiting list could be 1/1/2018 and the time of 8:01 AM. The next student would also have the same date and the time of 8:02 AM, then the next one would be 8:03 AM, and so forth for as many students as need to be on the list. This will generate a Waiting List in ASAP with students in the correct order in which they were drawn in the random selection.

## Phase 5: Parent/Family Notification



**DATES:**

April 16 - 18

**EVENTS:**

- ☐ Parents/Guardians of students who have a Pending or Waitlisted marked status in ASAP will receive an email notification for each program for which the child is pre-registered. The emails will be sent in batches by the DECE Office between April 16<sup>th</sup> and 18<sup>th</sup> and will report each student's status as a result of the random selection drawing. For students with Pending status, the email will direct the family to contact the director of the program for which they were selected to accept or decline the position. (See page 17 for templates of the email notifications.) *Directors should not rely solely on parents to accept or decline a position and should contact families who have a Pending status if do not get a response to determine if the parent/guardian wishes to accept the position in the program.*
- ☐ Students whose status is marked in ASAP as anything other than Pending or Waitlisted will not receive an automatic email from the DECE Office and must be contacted by the program.

NOTE: Students who pre-register after the drawing will appear on the program's ASAP roster as Enrolled just as students did prior to the drawing. When a student registers for a program after the drawing has already been completed, one of the following actions should be taken by the program. Students should not be left at Enrolled status in ASAP.

- If the program has space for the newly enrolled student, the status should be marked PENDING and the school/program should notify the family to find out if they want to accept the position. If the position is accepted, the student's status should be changed to Completed. If the position is declined, the student's status should be changed to Dropped.
- If the program does not have space for the student, the child's status should be marked WAITLISTED and added to the bottom of the program's existing wait list. The school/program/director should contact the family and indicate that the student is on the waitlist.
- If the newly enrolled (pre-registered) student is not eligible for the program, the status should be marked as Dropped.

*Note that automatic emails are not sent by the DECE Office for pre-registrations which occur after April 15<sup>th</sup>.*

Phase 5: Parent/Family Notification  
*Sample email notifications*

## Email Notification that Child Was Selected for Available Position

Dear Family of {registrant.firstname},

Congratulations!

We are pleased to notify you that {registrant.name}'s name was selected during the First Class Pre-K random drawing for an available position at {schoolname.site}.

Please reply via email to the director of the program at {email.linkalabama.email} to accept or decline this position within seven (7) days.

In your email, please state whether you will accept or decline this position.

If you have questions, please contact {program.director} at {progdir.phone} or {progdir.email}.

Thank you!

Alabama's First Class Pre-K Program



## Email Notification that Child's Name Was Put on Waiting List

Dear Family of {registrant.firstname},

This is to notify you that {registrant.name}'s name has been placed on the Waiting List for the First Class Pre-K program at {schoolname.site}.

You do not need to take any action at this time. You will be contacted by the program if a position becomes available for your child.

If you have questions, please contact {program.director} at {progdir.phone} or {progdir.email}.

Thank you!

Alabama's First Class Pre-K Program



## Phase 6: Assign Children to Classes

### **DATES:**

Beginning April 19

### **EVENTS:**

- ☐ The Director will follow instructions on page 19 to assign students to specific classes in ASAP.
- ☐ By May 15<sup>th</sup>, or within a week of pre-registration once school starts, ALL students should have a status marked in ASAP as one of the following. Students should not be left at Enrolled status.
  1. PENDING—selected in random drawing and awaiting reply from the family
  2. WAITLISTED — awaiting a position in a program
  3. DROPPED — student declined, withdrew, was out of zone, was a duplicate entry, or was ineligible
  4. COMPLETED— student accepted a position and has been assigned to a classroom/section



## Phase 6: Assign Children to Classes, cont.

**ASSIGN CHILDREN TO CLASSES**

1. Log in to ASAP.
2. Click on the Group Classes tab, then choose the Program Name listed under EVENT. *Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the date listed. To work with a particular Program or Class, locate the correct date range for the relevant school year. Also note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*

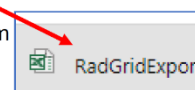
Event	Class Code	Date
Enterprise Early Education Center	816P13201.S01	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S02	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S03	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S04	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201.S05	8/1/2018 - 6/30/2019
Enterprise Early Education Center	816P13201	9/2/2018 - 6/30/2019
Enterprise Early Education Center	816P13201	9/2/2019 - 7/1/2020
Enterprise Early Education Center	816P13201.S01	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S02	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S03	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S04	9/2/2019 - 6/1/2020
Enterprise Early Education Center	816P13201.S05	9/2/2019 - 6/1/2020

3. Click on the Class Roster tab then, beside the View prompt, choose "Completed."

Class Roster Demographics

View: Completed

4. To print a list of students to refer to, click the Excel or PDF icon at the top right of the Roster window to export a list of students to refer to. Click on the document icon at the bottom left corner of the screen to open it.



5. Beside the "I want to:" prompt, choose "Split Class."

I want to: Split class

Class Roster Demographics

View: Completed

6. Click on "Select Existing Class."

Create New Select Existing Class

7. Under "Select a class:" set the fields to the following settings.
  - Time Period = Classrooms 2019-20
  - Location = Choose the site of the classroom
  - Course Group = Alabama First Class Pre-K Online Pre-Registration
  - Course = Choose the site of the classroom (same as Location setting)
  - Class = Choose the class to which you want to assign a student or students (The class code in brackets has the class # at the end following the "." and it looks like "S01" or "F02" or "M03.")

Select a class:

Time period: Fall 2018 Sections

Location: Athens Elementar...

Course Group: Alabama First Cla...

Course: Athens Elementar...

Class: Select a Class

8. In the window under "Select students:" click the checkbox beside each student you want to place into the identified class. Then click the "Move" button pointing to the right at the class details.

Select students:

Select	First Name	Last Name	Grade
<input type="checkbox"/>	BamBam	Rubble	-
<input checked="" type="checkbox"/>	Pebbles	Rubble	-
<input type="checkbox"/>	Pimika	Humphries	-
<input checked="" type="checkbox"/>	Lara	Allen	-
<input checked="" type="checkbox"/>	Parker	Allen	-
<input type="checkbox"/>	Mary-Gates	Allen	-

Move >>

<< Move

Save Cancel

9. When finished moving students, click the "Save" button.

10. Repeat this process for each class/student as needed. To repeat for another class, click the Program Name on the left above "Select Students" to choose another class name, then repeat steps 4 - 10.

Athens Elementary School  
[142P10701]  
08:00 AM - 04:00 PM

Select students:

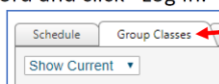
## Phase 6: Assign Children to Classes, cont.

**PRINT CLASS ROSTERS**

To export and print a class roster:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab.



4. Beside the "View Reports:" prompt, choose the "Class Roster Report" from the dropdown menu. Then click "Go."

View Reports: Class Roster Report

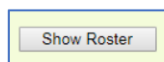
Go

5. Set the filter fields to the following settings.
  - Time Period = Classrooms 2019-20
  - Teacher = your name will display
  - Course Group = Alabama First Class Pre-K Online Pre=Registration
  - Course = Choose the site of the classroom
  - Class = Choose the class for which you want to print a roster
  - Status = Completed

6. Set the four Data Field filters to your preferences or use the following settings.

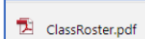
- Data Field #1 = Primary Phone Number
- Data Field #2 = Email
- Data Field #3 = Address (this will be street only)
- Data Field #4 = City-State-ZipCode

7. Click the "Show Roster" button and a preview will display at the bottom of the screen.

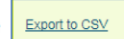


8. To export a PDF of the roster, click the down arrow beside the "Export to the selected format" prompt above the preview and choose "Acrobat (PDF) file" then click the blue "Export" link.

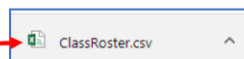
9. Find the PDF document at the bottom left corner of your computer screen and click to open it.



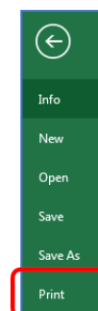
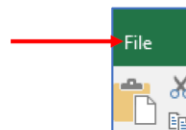
10. To export a printable roster with headings above the columns, click the "Export to CSV" link at the bottom left of the window.



11. Find the CSV document at the bottom left corner of your computer screen and click to open it. It will have an Excel icon beside it.



12. When the document opens, you can sort and customize it just as you would any spreadsheet. When ready to produce a hard copy, click "File" in the top left corner of the window, then select "Print."



**PRINT ONE-PAGE COMPREHENSIVE REPORT FOR AN INDIVIDUAL STUDENT**

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. In the Search field on the left sidebar, enter the name of your school, select Classes from the dropdown menu, and click Go. Locate the class's name you are looking for in the returned list of search results and click View Details. **Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the date listed. To work with a particular Program or Class, locate the correct date range for the relevant school year. (Note that the school/program will have a 9-digit alphanumeric code but the class will have a 13-digit alphanumeric code including a period followed by the last 3 characters.)**

4. On the Class Detail page, change the View dropdown to show the category of students you want to see (Enrolled, Completed, etc.)

5. Click the box to the left of LastName to select all students. Or click the box beside the name or names of specific students.

	LastName	FirstName	Status	Enrollment Date	ParentName	Actions
<input type="checkbox"/>	1. Adams		COMPLETED	2/20/2018		Select Action
<input type="checkbox"/>	2. Allen		COMPLETED	2/14/2018		Select Action
<input type="checkbox"/>	3. Brasher		COMPLETED	3/13/2018		Select Action

6. Click on Attendance Options.

7. From the Attendance Options dropdown, select Print Full Detail.
8. On the next screen, select PRINT.
9. One 8.5 x 11" page per student will print containing all entered information about the student and family.

**Note:** Until March 1<sup>st</sup>, this one page full detail report for each student will print **ONLY** for students with **ENROLLED** status. After March 1<sup>st</sup>, it will be available for **COMPLETED** students.

## STUDENT DETAIL PAGE

1. In the Search field on the left sidebar, enter the name of a student, select Students from the dropdown menu, and click Go.
2. Locate the student's name in the returned list of search results and click View Details.

ASAP  
A VANCO COMPANY

My Settings - Logout

Home

Bobby

Students Go

3. On the Student Detail page that appears, you can view everything about the student. (You can also click on the **"View Family Account Details"** link in the top right corner of the page and view all details about the family.)

Students | Detail

Time Period: All Active

Name: Adams

View Family Account Details

Students | Detail

Time Period: All

Name: Bobby Barker

Email: bbarker@nomail.com

Gender: F

BDate: 4/11/2013

Age: 5

Phone: 3213216547 Mobile

0

Address: 456 Price Lane

Right, AL

32165

ASAP Student ID: 5234907

Customer Type: edit

Upload Image Take photo

Customer Groups:

Add Student to more groups...

4. To add a custom Note to a student's record, in the second row of tabs on the Student Detail page, click **"Student Notes"** then **"Add New Note."**

Student Notes Documents

Add New Note...

<< Cancel Save

5. Type the information you want added to the student's record and save it.

6. To view any uploaded documents attached to the student's record, in the second row of tabs on the Student Detail page, click **"Documents."** This is where a student's proof of residence and/or birth certificate will be stored if they were uploaded by the parent.

Student Notes Documents

Remove

120612\_Birth certificate.docx Remove

Upload student documents here:

Choose File No file chosen

Upload



## STUDENT DETAIL PAGE (continued)

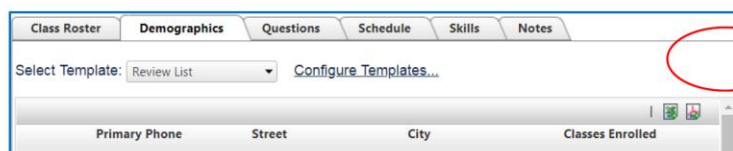
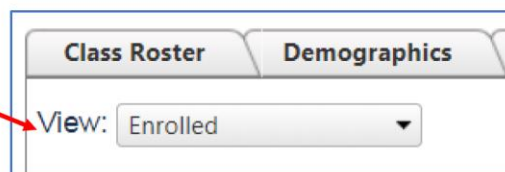
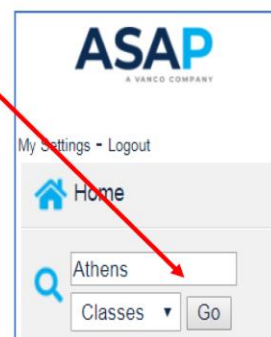
7. In the third row of tabs on the Student Detail page, the section below the “Custom Data” tab contains answers to questions posed on the pre-registration form about the student and his/her family.

Custom Data	Medical Info
Child Lives With:	Hispanic Legal Guardian 1
Does this child have an IEP (Individualized Education Plan)?	No
Has this child attended Head Start or Early Head Start?	Yes, less than 1 year
Has this child attended a center-based childcare program?	Yes, 1 year
Has this child attended a home-based childcare program?	Yes, less than 1 year
Has this child participated in a home visiting program?	Yes, 1 year
Is this child in foster care?	No
Does this child, family or household meet the definition of homeless?	Yes
Number of people living in this household?	4
Gross Yearly Family Income	\$11,000 - \$30,000
Does anyone in your household participate in or receive Childcare Subsidy?	Yes
Does anyone in your household receive TANF (Temporary Assistance for Needy Families)?	Yes
Does anyone in your household receive WIC (Women, Infants, Children) food assistance?	Yes
Does anyone in your household participate in Free/Reduced Price meals program at school?	No
Does anyone in your household receive SNAP (Supplemental Nutrition Assistance Program) funds?	Yes



## USEFUL VIEWS AND REPORTS FOR CHECKING ADDRESSES

1. In the Search field on the left sidebar, enter the name of your school, select Classes from the dropdown menu, and click Go.
2. Locate the class's name in the returned list of search results and click View Details. **Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the date listed. To work with a particular Program or Class, locate the correct date range for the relevant school year.** (Note that the school/program will have a 9-digit alphanumeric code but the class will have a 13-digit alphanumeric code including a period followed by the last 3 characters.)
3. Beside the View prompt under the Class Roster tab, choose the category of student status you wish to see (i.e. Enrolled, Completed, etc.).
4. Click the Demographics tab to the right of the Class Roster tab.
5. Select **Review List** from the "Select Template" dropdown menu.
6. Scroll to the far right of the screen to select the Excel icon or the PDF icon. (The PDF version cannot be sorted or rearranged.)
7. Each of these export formats will produce a downloaded report containing the following information:
  - Student name
  - Date account was created
  - Parent email address
  - Primary phone number
  - Street address, City
  - Classes for which the student is pre-registered



Note: **Parent email addresses** may be copied from the Excel export and pasted into an email program for sending group emails. Be sure to protect the privacy of the recipients by pasting the email addresses into the BCC address field of the email and use your own email address in the TO address field.

## Additional Information for Directors

- **Program Directors May Begin Contacting Parents on April 19<sup>th</sup>:** After the April 16<sup>th</sup> – 18<sup>th</sup> period when parents are notified of their child's status based on the random selection drawings through mass emails from the Department of Early Childhood Education, program directors do not have to wait to hear from parents to determine whether an available position in their program is being accepted or declined. Directors may contact parents to request a decision at any time beginning April 19<sup>th</sup>. After receiving parent responses, for each child marked as PENDING, the director should confirm in ASAP whether the seat is being accepted or declined. At this point, the director will follow directions in the ASAP Guide for marking children as COMPLETED or DROPPED and for assigning students to specific classes in a school/program.
- **Students Whose Parent Accepts a Position in More Than One Program:** There is no way to prevent parents from doing this. However, in July, the Department of Early Childhood Education will attempt to identify students who are marked COMPLETED in more than one class, contact the families for a decision limited to one class, and drop the students from class(es) not selected. If a child is still assigned to more than one class once school begins, the director should note when the child doesn't show up for class, contact the family, and drop the child if he has begun school in another program.
- **Students Removed from Other Wait Lists After Being Assigned to a Class:** Once the school year has begun, a child who is marked as COMPLETED in a program and assigned to a class will be dropped from any other programs' waiting lists. This will be done by the Department of Early Childhood Education Office and should not be attempted by a program director.
- **Enrolling After Initial Registration Process is Complete:** Families who pre-register after the initial random selection drawing has been conducted will follow the same online pre-registration process and directors should mark them as PENDING or WAITLISTED as their pre-registration is completed, depending on availability of Pre-K class positions in the program.
- **Marking Status of Withdrawn Child:** Children who withdraw from a class during the year should be marked by the director as DROPPED.
- **Parent Contract and ASQ Forms:** Programs are strongly encouraged to have parents complete Emergency Contact and Transportation Information, Parent Contracts, and ASQ-3 documents at Parent Orientation. These documents will be the responsibility of the program and will be kept locally and checked by Coaches/Monitors for completeness. More information about this can be obtained from the Coach/Monitor.
- **Newly Selected Grant Recipient Sites:** Will be notified of registration process timeline following the grant award



## Frequently Asked Questions

### **WHAT HAPPENS IN ASAP IF A STUDENT WITHDRAWS DURING THE YEAR?**

Children who withdraw from a class during the year will be marked in ASAP by the Director as "Dropped." The Director will then go to the name of the next student on the Waiting List and contact the family to determine if they want to accept the newly vacated position. If the position is accepted, the student's status is changed to Completed and he/she is assigned to a class. If the position is declined, the student's status is changed to Dropped and the Director moves on to the next name on the waiting list and repeats the process.

### **WHAT ABOUT PARENT CONTRACTS AND ASQ FORMS?**

Programs are strongly encouraged to have parents complete Emergency Contact and Transportation Information, Parent Contracts, and ASQ-3 documents at Parent Orientation. These documents will be the responsibility of the program and will be kept locally and checked by Coaches/Monitors for completeness. More information about this can be obtained from the Coach/Monitor.

### **WHAT IF A PROGRAM RECEIVES A NEW GRANT AWARD AFTER APRIL 15th?**

Recipients will be notified of the registration process timeline following announcement of new grant awards.

### **WHAT NEEDS TO HAPPEN IN ASAP IF A PARENT WHO HAS BEEN MARKED COMPLETED IN ASAP DECIDES THEY WANT TO REGISTER THEIR CHILD AT ANOTHER SITE LATER?**

A parent can log into their existing ASAP account at any time during the year and select another school for which they wish to pre-register. If they are offered a seat in the newly selected program, they may accept it and withdraw from the program in which they already have Completed status. The Director of the program in which the child is at Completed status will change the status to Dropped and the Director of the new program will assign the child to a class with Completed status.

### **WHAT DOES A DIRECTOR DO DURING THE YEAR WHEN A VACANT POSITION IN A CLASS COMES OPEN?**

The Director will contact the next name on their waiting list and find out if the parent wants the position or not. If the parent wants it, they will change the student's status in ASAP from Waitlisted to Completed. If the parent declines the position, the Director will change the student's status to Dropped.

### **WHAT HAPPENS IF A PARENT ACCEPTS A POSITION IN MORE THAN ONE PROGRAM?**

In mid-May, the DECE Office will run a report in ASAP to find students who may have Completed status in more than one program. The family will be contacted by the DECE Office and asked to choose one program. The DECE Office will email the Director of any program other than the one chosen and notify him/her that the student's status at their program has been changed to Dropped. Once school starts, if a child has Completed status at more than one school, when the child doesn't show up, the Director will should contact the family and change the student's status to Dropped if they have accepted a spot in another program.

### **SINCE THE AUTOMATIC EMAIL NOTIFICATIONS TO PARENTS OF STUDENTS WITH PENDING STATUS IN ASAP THAT GO OUT BETWEEN APRIL 16<sup>TH</sup> AND 18<sup>TH</sup> SAY PARENTS HAVE 7 DAYS TO RESPOND, WHAT HAPPENS IF THE DIRECTOR DOESN'T HEAR FROM THEM?**

Parents are asked to respond within 7 days because that period could not be left open-ended. However, Directors should contact families of Pending status students if they do not hear from them during that time.

### **DO DIRECTORS HAVE TO WAIT UNTIL APRIL 19<sup>TH</sup> TO BEGIN MARKING STUDENTS AS COMPLETED IN ASAP?**

Directors may begin marking students' status as completed as they receive responses from parents. They do not have to wait until all parent responses are in before beginning changing statuses to Completed.



